THE PULSE

News of the
New England Deaconess Hospital Employees

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Miss Durant presides over the candy table.

NURSES' BAZAAR AN OUTSTANDING SUCCESS

From the time the Maintenance Department started putting up stakes around the Hospital lawn — and Mr. Sabine was asked all sorts of questions ranging from "Are they for parking meters" to "Will the New Building be that large?" — there was an air of excitement in all departments and everyone kept his fingers crossed for fair weather on Wednesday, June 8. A committee of nurses from the Faculty Council, under the chairmanship of Miss Elinor Keresey and Miss Ruth Eastman, organized our first Bazaar. No one envied the judges — Miss Barbara Broadbent, assistant instructor; Mrs. Mona Buxton, housemother; and Miss Barbara Hicks, student nurse — who had to decide which booth deserved the $5 prize for being the most attractively decorated. Finally, they had to divide the honor between two: the Maypole booth, where student nurses sold articles they had made as hobbies, was awarded a prize for the prettiest booth; and the gift booth decorated as the "surrey with the fringe on top" — complete with horse! — was named the most clever booth.

Everyone at the Hospital extends congratulations to all the committee members for their ingenious ideas and wonderful results — to Miss Janie Christie and Miss Virginia Diggdon who were in charge of refreshments; Mrs. Isabel Gnau of the alumnae who took care of the home-made food; Miss Irja Hill for the success of the white elephant booth; Miss Marjorie Pond for the gift booth; Miss Janet Durant for the candy table; Miss Priscilla Holman and Mrs. Olive Palacz for the alumnae booth; and Miss Lois Preston, the chairman of publicity. Our congratulations, too, to Mrs. Frances Snyder who read the future of 52 people by examining their palms, and to Miss Irja Hill who became two-faced for the occasion in a "grab" dress lent to the Bazaar by Mrs. Alexander Grant, president of the Friends of the Deaconess.

Miss Helen Carberry and Miss Keresey did a wonderful job of selling chances. The door prize, an all-wool peach blanket, was won by Mr. Kenneth Philips, the husband of a patient in Baker. Dr. John McKittrick won the panda and took it on

Dr. Cook's future looks bright.

Dr. Brigham and Miss Pond inviting indigestion.

rounds the next day; Kay Haley in the Path Lab won the iron; Patricia Dunbar, head nurse on Deaconess IV, the savings bond; Mrs. Ida Jeanne Pollak, Social Service, the afghan; Mrs. Don Thompson, a special nurse, the razor; and Henry Floyd, painter, won the big black piggy bank. The committee wishes to thank Dick Sabine for announcing the winners and for auctioning off the articles that were left at the end of the day. Also thanks to Mr. and Mrs. Sabine for all their help and moral support; to Kay O'Leary for her work on the tickets and chances; to Henry Floyd for the signs; to the Housekeeping Department for helping to set up the booths and to clean up; to the Engineering Department for building the booths; to the Dietary Department for the delicious coffee; and to all those who made donations and helped to make the Bazaar a success.

By evening the nurses had more money than they dared to carry from Harris Hall to the nursing school office in Palmer without the night engineer, and the final figure was $1,186.72. Several of us felt sick the next day from too many hot dogs, home-made food, and candy; but all agreed that it was lots of fun and that the boost given to the new teaching unit fund was well earned.

Mrs. Snyder looks clairvoyant.

MEDICAL JOURNAL OF THE AIR

Dr. Norman J. Wilson, associate of Dr. Richard H. Overholt, participated in a panel discussion on tuberculosis over the "Medical Journal of the Air" on radio station WNAC Saturday, June 11. On the panel with Dr. Wilson were Dr. Murray P. Horwood, professor of sanitary science at M. I. T., Dr. Edward J. Welch, staff doctor at the Massachusetts Memorial Hospitals, and Dr. Henry D. Chadwick, retired superintendent of Westfield Sanatorium, and former Commissioner of Public Health for Massachusetts.

The doctors discussed the prevention, symptoms, and cure of tuberculosis and emphasized that, after two more generations, it may be possible to completely eradicate the disease.

BLUE CROSS REOPENING

Our next regular Blue Cross deduction date will be July 20. Employees who have come to work at the Hospital within the last three months and wish to become members of our Blue Cross group may do so by filling out an application blank immediately at Miss George's office near the Apothecary Store. At this time, too, any employee may add Blue Shield to a Blue Cross membership. Unless employees have Blue Cross coverage, the hospital assumes no responsibility in case of their illness.

On June 1 Blue Cross benefits were

extended to pay the full cost of ancillary hospital charges for 60 days and half the cost for an additional 60 days, and to pay $70 for maternity benefits regardless of the number of days in the hospital. Previously, the full cost of hospital "extras" was paid only for 30 days and half the cost for an additional 90 days. Maternity benefits were formerly $7 for each day in the hospital.

NOTICE — Anyone who is granted a leave of absence from the hospital must assume full responsibility in paying his share of the Blue Cross-Blue Shield premiums. In order to be continued in the hospital group it will be necessary to deposit with the hospital the amount due when the payroll deductions are made. Blue Cross-Blue Shield deductions are made as follows:

January 20
April 20
July 20
October 20

TREASURER'S OFFICE
In the rear: Betty Terkelsen, Armada Rabun, Evelyn Wright.
Seated at the machine: Kay Galvin.

HOSPITAL DEPARTMENTS
TREASURER'S OFFICE
Number 12 of a Series

To many of the employees of the Hospital, the only function of the Treasurer's Office is issuing the pay checks. However, this is only one of the many tasks delegated to this Office. The first job each morning is sorting all mail and routing it to the proper department. Many letters carry only the address, "Deaconess Hospital," and must be opened before the proper department is known. As an example, one recent letter contained a request for "Dr. *Jolson's* Manual for Diabetics." Another, written in Spanish was from a South American doctor requesting exchange literature on Cancer Detection. Recently another woman requested that we settle a family argument by writing to her sister and informing her that food cooked in an alumnium container was *not* poisonous! Outgoing mail is also handled by the Treasurer's Office. Mail must be collected, sorted, weighed, put through the postage meter, (which stamps and post-marks it), charged to the proper department and mailed.

Two hundred to three hundred letters leave the Hospital daily.

All money that comes in or goes out has to go through the Treasurer's Office. Much of the time is spent on *accounts payable,* (in plain words, what is owed.) Bills received are sorted and sent either to Purchasing, Pharmacy, Dietary or Maintenance. These four departments order all supplies and equipment so they must O. K. the bills. If the bills are in order, they are sent back to the Treasurer's Office to be checked again, approved by Miss Terkelsen and Dr. Cook, and then put through the bookkeeping machine to be charged to the proper department. Checks are then made out in payment, signed by Dr. Cook or Mr. Lowry, and the matter is closed. Every bill we receive goes through this routine, and there are approximately two thousand such bills each month.

Hospital income is received from various sources. Accounts receivable, (what patients owe us,) are collected in the Cashier's Office and sent to the Treasurer's Office. Other income from endowments, donations, tuition from students, Out-Patient Department, Pharmacy Store, Cafeteria and miscellaneous sources is received. After being properly recorded, all of the income is deposited in the bank.

One of the big jobs each month is the financial report. The monthly financial report is the detailed account of the receipts and expenditures of the hospital broken down by departments.

Of prime importance to employees, of course, is the semi-monthly payroll. The time books, kept by the department heads, are given to the Treasurer's Office on the fifteenth and again on the last day of each month. Time books are checked with the annual budgets, payroll sheets for new employees, withholding tax exemptions and deductions. Payroll checks are then drawn on the machine. This new machine, a marvel of speed and accuracy, prints the name of the employees, date, amount of check, earnings, (previous and for the period), deductions and the taxes withheld on the check and the payroll sheet at the same time. The checks are then run through the check writer. When all the checks are drawn, a requisition for the full amount is sent to Mr. Francis W. Capper, the Hospital Treasurer. After his approval, the requisition goes to the bank where a sufficient amount of money is transferred from the general account to the payroll account.

Beside the above routine, time must be given to questions such as the following:

"In 1947 someone received four checks. For legal purposes we must have them. Can you find them right away?" In the meantime, another call comes — "The Collector of Internal Revenue Office calling; Mrs. A. worked with you in 1942. What was her salary at the time she left, and how much money did she make that year?"

How much money is left in a certain restricted Fund? Will you please let us know?"

And then the payroll; someone must have his check a day earlier than the usual routine due to a vacation; the check is made out, — and stays in the safe.

The fact that, in spite of all this, the work is completed on schedule is a tribute to the efficiency of the department.

GLAD TO SEE YOU!

These full-time permanent employees joined us in May:

Blood Bank
Jean Welch

Chemistry
Florence Carroll
Elizabeth King
Geraldine Lyons

Dietary
Lorraine Conradson
Clara Kelley
Helen McKendry
Beatrice McNeilly
Robert Mulvey

Housekeeping
John Wallace
Robert Walsh

Laundry
Janice Kelly

Nursing
Jacqueline Henry
Phyllis Noble
Kathryn Roach

Pathology
Eleanor Ferreira
Joan Rothwell

Pharmacy
Joseph A. O'Brien

Social Service
Bascha Snyder

Solution Room
Marjorie Wilmarth

Surgery
Richard Benthale

X-ray
Lois Mosher

DR. WARREN HONORED

On June 6, at Boston University Commencement, Dr. Shields Warren was awarded the degree of Doctor of Science with the following citation: "Shields Warren, graduate of Boston University, grandson of the University's spiritual founder and first president under its chartered name, and son of a long-time and dearly beloved dean of the University's College of Liberal Arts; in yourself entirely worthy of this distinguished tradition and of the University's honors — physician, pathologist extraordinary, whose scientific expertness has been recognized by governmental assignments to investigations in the aftermath of atomic warfare, investigations of significance to all humanity — doctor of science."

WILLIAM A. MacKAY

The sincere sympathy of the hospital is extended to the family of William A. MacKay, former houseman in Deaconess, who died at his home in Newton Highlands on May 18.

A. M. A.

NEDH was well represented at the Annual Session of the American Medical Association held in Atlantic City, June 6-10. The following staff doctors participated: Drs. Frank N. Allan, Richard B. Cattell, Urban H. Eversole, Sara M. Jordan, Allen P. Joslin, Frank H. Lahey, Alexander Marble, Samuel F. Marshall, Richard H. Overholt, Howard F. Root, Richard H. Sweet, Priscilla White.

ADMINISTRATION

Catherine Waters, Information Desk, has returned from a trip to Washington, D. C. and vicinity.

Mr. Robert D. Lowry, Assistant Director, leaves shortly with his family to drive to California. He will be gone a month, and visit many friends on the way. One-year-old Steven has the best deal of all, with a specially constructed, foam-rubber lined playpen in the back seat.

HOUSEKEEPING

We are glad to have Mrs. Jane Sorenson back with us after being out sick for some time.

LAUNDRY

Welcome to Janice Kelly, our new associate in the laundry.

The sewing room in Harris Hall has been transferred to us. Dorothy Conrod has taken over.

We all envy Charles Gould, who is vacationing on the Cape.

MAINTENANCE

Shop Foreman, Warren Smith, was admitted to Deaconess on June 12. We hope he will be all well and out soon.

NURSING

We will be sorry to have Mrs. Clarice Andrews leave us the end of the month to devote her time to keeping house. Her place on the PULSE staff will be taken by Miss Evelyn V. Morris, Acting Assistant Clinical Supervisor.

PHARMACY

The bowling trophies, awarded the Pharmacy-Purchasing Bowling team at the victory dinner at Blinstrub's Village for outstanding performance and skill in open competition with the other teams in the league, and which in some highly mysterious manner disappeared from the winners' table that night, have at last returned, guided by an invisible hand, to their rightful owners and resting place. The outstanding bowler of the year, incidentally, is Mr. Joseph K. Chamberlin, who achieved an average of 95.1 for the season.

We are glad to have Joseph O'Brien with us, working with Oxygen supplies and radios and television sets.

SOCIAL SERVICE

Gladys Harrison is spending two weeks' vacation at the Iron Rail Camp in Hamilton, Massachusetts.

Mrs. Gertrude S. Jameson has motored to Cleveland, Ohio to attend the annual convention of the American Society of Social Workers.

EDITORIAL STAFF

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ELLEN ADAMS MARY PARKINS

Associate Editors

BERTA GEORGE CHARLES SCHRAUB

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Admitting ..... JOSEPHINE MAGLIOCCA
Blood Bank ..... VIRGINIA HUNT
Chemistry ..... CONSTANCE SELLMAN
Dietary ..... MARJORY LEBEAU
Engineering ..... HERBERT ROBINSON
Hostesses ..... CATHERINE WATERS
Housekeeping ..... JOSEPHINE PRESTON
Laundry ..... RITA DENNEHY
Nursing ..... CLARICE ANDREWS
Pathology ..... KATHRYN HALEY
Pharmacy ..... JOHN KARMAN
Purchasing ..... JOHN KEEFE
Record Rooms ..... KATHERINE SHIRLEY
Social Service ..... EVAN PHILLIPS
Solution Room ..... DOROTHY BLANCHARD
Surgery ..... HARRIET LOVETT
Volunteer Service ..... PAMELA WHITNEY
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